

# REQUEST FOR QUALIFICATIONS

---

***DEL NORTE SUPERIOR COURT***

**REGARDING:**

*Family Law Facilitator/Self Help Center Attorney*

**PROPOSALS DUE:**

**FEBUARY 17, 2014** NO LATER THAN 5:00 P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

Under the direction of the Court Executive Officer, this position is responsible for all the work undertaken by the Family Law Facilitator's Office and the Self Help Center. The Family Law Facilitator provides services mandated by Family Code 10000-10012 which includes the development, planning, and implementation of a family law program providing services to litigants unrepresented by counsel to facilitate and expedite family law proceedings related to Child Support, Spousal Support and Guardianship.

The Family Law Facilitator is also the staff attorney for the Self-Help Center who facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoption, domestic violence restraining orders, probate guardianships, and answers to limited civil actions, unlawful detainers, small claims and conservatorships. This position also recommends and develops aspects of the Court's public access and outreach efforts.

## **2.0 DESCRIPTION OF GOODS AND/OR SERVICES**

2.1 The Court seeks the services of a person or entity with expertise in the following areas.

- Plan, develop, recommend and implement operational procedures for the AB1058 and Self Help Family Law Facilitator Program, ensuring maximum utilization of available staff and financial resources.
- Coordinate the activities of the Program with other Court programs and the activities of County and other parent and child services resources.
- Review self represented initial filings; provide for legal assistance to the parents concerning the process of establishing parentage and establishing, modifying and enforcing child and spousal support.
- Review pleadings, ex parte requests for temporary orders, files and existing court orders and refer matters for judicial review.
- Provide referrals to the Child Support Services, Family Court Services and community agencies that provide services for parents and children.
- Participate in community outreach and in the development of funding sources regarding Program services.
- Represent the Court and act as liaison at Judicial Council conferences, community and related meetings.

2.2 The persons or entity providing the services above shall have the following qualifications;

- Graduation from an accredited school of law and a minimum of five years experience in the practice of law, which must include substantial family law practice including litigation and/or mediation.
- Must be able to pass a criminal history information background check;
- Active membership in the State Bar of California; and
- Possession of a valid California Driver's License.

### 3.0 TIMELINE FOR THIS RFQ

The Court has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFQ issued	<i>December 4, 2012</i>
Deadline for questions	<i>February 14, 2014</i>
Latest date and time proposal may be submitted	<i>February 17 5:00 PM</i>

### 4.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1	<b>Court Standard Agreement Example</b>

### 5.0 PAYMENT INFORMATION

*[Per JBCM chapter 4C, step 6.B, the Court should consider addressing the following payment-related issues (as applicable):*

- Whether and to what extent progress payments will be allowed;*
- Penalties for late or inadequate performance;*
- Known or estimated budgetary limitations on the contract price; and*
- Travel expenses (what will and will not be paid by the Court).]*

## **6.0 SUBMISSIONS OF PROPOSALS**

- 7.1 Submission of Qualifications should be provided straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 7.2 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:  
  
Del Norte Superior Court  
Sandra Linderman, Court Executive Officer  
PO Box 1029  
Crescent City CA 95531
- 7.4 Late proposals will not be accepted.
- 7.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

## **7.0 PROPOSAL CONTENTS**

- 8.1 The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.
  - a. Proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
  - b. Name, title, address, telephone number, and email address of the individual who will act as Proposer’s designated representative for purposes of this RFQ.
  - c. List of education, qualifications and experience that best describes ability to be successful in this capacity.
  - d. Acceptance of the Terms and Conditions.
    - i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, or other modification.

- ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- i. Certifications, Attachments, and other requirements.
  - i. Proposer must include the following certification in its proposal:

Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
  - ii. If Proposer is a corporation, limited liability company, or limited partnership, proof that Proposer is in good standing and qualified to conduct business in California.
  - iv. Copies of current business licenses, professional certifications, or other credentials.

## **8.0 OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## **9.0 EVALUATION OF PROPOSALS**

The Court will evaluate the proposals on a point scale with most weight to experience and similar assignments, using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Court will post an intent to award notice at 450 H Street, Crescent City CA 95531.

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b><i>NOTE: THESE ARE SAMPLE CRITERIA. THE ACTUAL CRITERIA USED SHOULD BE TAILORED TO THE SPECIFIC PROCUREMENT.</i></b>	
<i>Experience on similar assignments</i>	<i>50 points</i>
<i>Credentials of staff to be assigned to the project</i>	<i>25 points</i>
<i>Acceptance of the Terms and Conditions</i>	<i>15 points</i>
<i>Ability to meet timing requirements to begin providing services.</i>	<i>10 points</i>

## **10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

Notwithstanding the above, the California Public Contract Code requires the public opening of certain proposals. If required to do so by the Public Contract Code, a Court may disclose all information contained in a proposal, including information marked as confidential or proprietary.

## **11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

*[The Court should include its standard language regarding DVBE participation goals. If applicable, the Court may instead state "The Court has waived the inclusion of DVBE participation in this solicitation."]*

## **12.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is March 15, 2014.